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## REQUIRED POSTERS AND NOTICES

### “Notice to Employees about Applying for Wisconsin Unemployment Benefits” – Form UCB-7-P

This poster is provided to all employers covered by Wisconsin's Unemployment Insurance Law. Employers are required to prominently display a poster in each work place. To meet this requirement, posters should be permanently posted in a sufficient number of locations at each work site, such as on bulletin boards or near time clocks, so that all employees will have the opportunity to read them. The posters should always be clearly visible, not covered up by other items. One central location will not usually satisfy this requirement unless it is a location which all employees normally use to reach their workstations, to obtain their pay or to eat. If only one location is chosen when several are available, you must notify your workers that the chosen location will be the posting place for all official notices.

The poster is perforated between the four panels for convenient display of individual completed versions in English, Spanish, Hmong and a fourth version with abbreviated instructions in 7 other languages. Call 608-267-8997 if you need the poster translated into any other language or to request additional or replacement posters.

If you do not have a permanent work site regularly accessed by your employees, the Department can also provide you with individual notices (Form UCB-7D-P) to be given to each of your employees.

A copy of the English side of the “Notice to Employees about Applying for Wisconsin Unemployment Benefits” poster is printed on the next page.

### Other Special Notices

Chapter DWD 120 also requires that the following special notices be given to certain employees.

- Employers who have been designated by the Department as seasonal employers must notify employees that wages earned in seasonal employment may be excluded when determining his or her eligibility for UI benefits. For this exclusion to apply, the notice must be provided on Form UCB-9381-P or an equivalent **before** the employee starts working.

# Notice to Employees About Applying for Wisconsin Unemployment Benefits

## When to Apply

- You are totally unemployed
- You are partially unemployed (your weekly earnings are reduced) or
- You expect to be laid off within the next 13 weeks and would like to start your benefit year early

**Important:** Your claim does not begin until the week you apply. To avoid any loss of benefits, apply the first week you are unemployed.

## Have This Information Ready

- Your social security number
- A personal identification number (PIN)  
Your PIN is a 4-digit number you make up before you apply.
- Your Wisconsin driver's license number if you have one
- The names of everyone for whom you worked in the past 18 months. For each employer you will also need a full address (including zip code), a telephone number, the reason you are no longer working there, and your first and last dates of work.

## Questions? Need Help?

Call a Claims Specialist.

**Madison:** 608-232-0824    **Milwaukee:** 414-438-7713  
**Toll-Free:** 1-800-494-4944

For a complete list of our telephone service numbers and more information about unemployment insurance, visit our web site at:  
[www.dwd.state.wi.us/uiben](http://www.dwd.state.wi.us/uiben)

## How to Apply

**Apply On-line at**  
[www.ucclaim-wi.org](http://www.ucclaim-wi.org)

or

### Apply by Telephone

**Madison** 608-232-0678  
**Milwaukee** 414-438-7700  
**Toll-Free** 1-800-822-5246

You can start your application during the hours listed below.

**Sunday** 9:00 AM - 5:00 PM  
**Monday-Friday** 6:00 AM - 7:00 PM  
**Saturday** 9:00 AM - 2:30 PM

Deaf, hard-of-hearing, and speech-impaired callers may apply on-line using the Internet address shown above, or they may apply by calling our TTY number when Claims Specialists are available. TTY callers must have a telephone typewriter device. Voice calls are not answered on this number.

**TTY Toll Free Number**  
**1-888-393-8914**

Claims Specialists are available during the following hours:

**Monday-Friday 7:45 AM - 4:30 PM**



**Notice to Employers:** This notice must be posted permanently in each work place where all employees will easily see it (on bulletin boards, near time clocks, etc.) For additional copies call 608-267-8997.

**Notice to Employees:** The federal Social Security Act requires that you give us your social security number. It will be used to verify your identity and determine your eligibility. If you do not provide your social security number, we cannot take your claim.

UCB-7-P (R. 12/2003) - ENGLISH